

*vt olms*  
*B+62*

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ORD SPACE REQUIREMENTS - MEMO FOR D/L FROM D/R&D,  
DATED 6 MAY 1987, SAME SUBJECT

STAT  
FROM:  
STAT

C/CMS/FMS/OL

EXTENSION

NO.

OL 10131-87

DATE

4 JUNE 1987



TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/FMD/OL

6-4-87

2.

3. C/RECD

5 JUN 1987

*to 3 for coordination*

4.

6/10

6/10

5.

AD/OL

6/11

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

11 JUN 1987

MEMORANDUM FOR: Director of Research and Development

FROM:

Acting Director of Logistics

SUBJECT: Office of Research and Development  
Space Requirements

REFERENCE: Memo for D/L from D/R&D, dated 6 May 1987,  
Same Subject

1. Your request for an additional 4,500sf of office space at Ames was placed with those of other organizations resident in Ames that have similar requirements. From that group of requests an Ames backfill plan was formulated and is now pending approval. Because the total space requests at Ames exceed the size of the space to be vacated, the amount earmarked in the plan for Office of Research and Development is approximately three quarters of the amount requested.

2. After the proposed backfill plan is approved, Logistics facility planners will contact all organizations that are to receive additional space to work out the details of the backfilling moves. Your contact in Real Estate and Construction Division for matters concerning Ames Building is Chief of External Buildings Operations

Branch. He can be reached on

OL 10131-87

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SUBJECT: Memo for D/L from D/R&D, dated 6 May 1987,  
Same Subject

25X1 DDA/FMD/OI

Distribution:

Orig & 1 - Addressee  
1 - ~~D/L~~ *DL Files*  
1 - FMD/Offical  
1 - FMD/Chrono  
*1 - C/REC'D*

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 ☐ CONFIDENTIAL
 ☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ORD Space Requirements



FROM:

Director of Research and Development

REVISION

NO.

ORD 472-87

DATE

6 May 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Show a line across column when back to sender.)

1. Director of Logistics

7/5

[Signature]

2. ~~Director~~ DDL

5/6

[Signature]

3. EO

5/6

5/6

[Signature]

4. C/END  
C/RECD

~~Has - Please remember~~  
~~permanently~~  
 COPY SENT TO C/RECD  
 PLS coordinate  
 response which  
 must go via  
 DDA

10.

11.

12.

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14.

15.

FORM 6-82

610

USE PREVIOUS EDITIONS

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ORD 472-87

6 May 1987

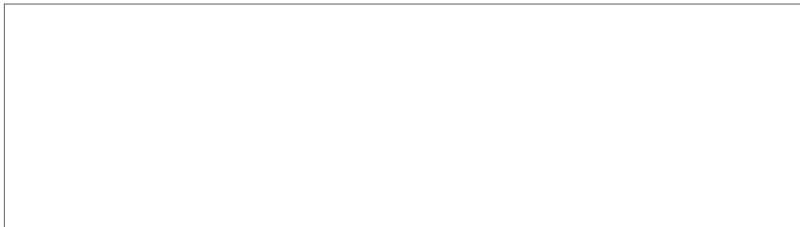
MEMORANDUM FOR: Director of Logistics

FROM: Philip K. Eckman  
Director of Research and Development

SUBJECT: ORD Space Requirements

25X1 1. The Office of Research and Development (ORD) requests your assistance in obtaining additional office space in the Ames Building to accommodate current and projected overflow of personnel. Because the anticipated move of DS&T to new facilities [redacted] has been significantly delayed, we anticipate remaining in Ames Building for the foreseeable future. Some of our Divisions are already overcrowded and we project further overcrowding as we approach our authorized ceiling.

2. Specifically, we propose relocating our largest Division and using the vacated space to accommodate overflow from other ORD components. To do this, we would require space for the following:



25X1 Because of both their grade level and the nature of their work (frequent meetings with contractors and customers), all of the above require private offices. (At the moment, [redacted] of them are sharing two-man offices.)

Nine computer work stations

25X1 These work stations are used by both staff employees and on-site contractors. They are currently colocated in one area so that they are accessible to all; they should remain colocated in the new space.



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SUBJECT: ORD Space Requirements

Six desk work stations for contractors and student co-ops

25X1 These work stations can be colocated in one room.  
The Division currently has [ ] contractors with VNE badges who  
25X1 [ ] work part-time in Ames Building, and is scheduled to have  
[ ] student co-ops beginning this summer. Because of the  
varying work schedules of the contractors, 6 work stations  
should suffice to accommodate these employees.

Conference Room (seat 16 - 20)

ORD technical officers act as COTRs for contracted research on behalf of other Agency components. This role requires that they hold frequent briefings involving Division, customer and contractor personnel. A conference room is required for these briefings.

Reception Area

This area should include space for two secretarial work stations, a reception/coat area, Division safes, bookshelves, credenza, and a coffee pot area.

25X1 3. Using the office and work station dimensions that were applied in drawing up the requirements [ ] I believe that the total amount of additional space that ORD requires is approximately 4500 square feet. I am requesting space in Ames Building rather than Key Building because I do not believe it is in the interests of this Office to have its components in separate buildings. Moreover, the Division that is to be relocated has a great deal of computer equipment located in ORD's 5th floor vaulted screen room. Division staff and contractors use this equipment on a regular basis and require ready access to it and the services of ORD's computer operations manager to help with operations and maintenance.

4. I understand that the FBIS space in Ames Building, which will be vacated this summer, is already allocated to another component. I am submitting these requirements in the hope that FBIS's move from Key Building will allow other components housed in Ames Building to move, in toto, to Key Building. If it is not possible to obtain additional space in Ames Building for ORD, I would like to pursue the possibility of moving the entire Office to other leased space, either in Rosslyn or closer to Agency Headquarters.

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SUBJECT: ORD Space Requirements

25X1 5. If there are any questions regarding these  
25X1 requirements, please have your staff contact my Executive  
Officer, [redacted] on [redacted]

[redacted]  
Philip K. Eckman

25X1 cc: C/FMD/OL  
C/CMS/FMD/OL [redacted]

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